

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant Fire Chief****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists with planning and coordinating activities and providing leadership to the department. Develops policies and procedures, and determines training needs. Oversees fire suppression activities, supervises personnel, and performs budgetary duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Oversees fire suppression activities by assuming command during fires and emergency incidents and performing inspections on fire stations and fire apparatus.
2	S	Supervises personnel by ensuring adequate staffing, evaluating training needs, scheduling classes, evaluating performance and development, coordinating activities with Battalion Chiefs, and providing direction and assistance as needed.
3	S	Performs budgetary duties by assisting in developing departmental budgets and monitoring expenditures.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature Educational requirements: Associate's degree in Fire Administration, Emergency Medical Services Administration, Fire Science, Public Administration, or other related field.
Experience	Two (2) years combined experience as a Battalion Fire Chief or Fire Marshal or other Division Head.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Officer II (or Bachelor of Science Degree in Fire Science, Public Administration or a related field), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read technical manuals, periodicals, various reports, and training materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, correspondence, and policies and procedures.
Managerial	Managerial responsibilities include developing and implementing training programs, developing policies and procedures, coordinating activities, and scheduling equipment repairs.
Budget Responsibility	Assists in the development of the department budget and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Fire scenes, observation, supervision of personnel
Sitting	F	Computer, desk work, driving, meetings
Walking	F	Fire scenes, to/from office equipment, to/from meetings
Lifting	O	Fire equipment
Carrying	O	Fire equipment
Pushing/Pulling	O	Doors, windows, desk drawers
Reaching	F	Fire scenes
Handling	F	Paperwork, fire equipment, debris
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	Fire scenes
Crouching	O	Fire scenes
Crawling	R	Fire scenes
Bending	O	Fire scenes
Twisting	O	Fire scenes
Climbing	O	Ladder
Balancing	O	On ladder
Vision	C	Computer, desk work, reading, supervision of personnel, observation
Hearing	C	Staff, supervisor, vendors, telephone
Talking	F	Staff, supervisor, vendors, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, telephone, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	W
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	W
Fire Hazards	M	Fumes and Odors	W
Explosives	M	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Self contained breathing apparatus, turn out clothing

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)